



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2378

REQUEST FOR QUOTATION (RFQ) Notice to Prospective Contractors

June 11, 2007

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 07-77101-000:

CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH) –Sexual Harassment Prevention Training for Managers and Supervisors FOR FISCAL YEARS 2007-08

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-307) and Contractor Certification Clauses (CCC-307) that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language> . If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Contract Manager: Sharon Collins, Office of Human Rights at (916) 654-3586 for questions concerning the RFQ requirements.

Sandy Lyon, Manager, Contracts Unit, (916) 651-0987 for questions concerning the contracting process.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

DOROTHY C. STEIR

Contracts and Business Services Manager

Enclosures

1) Purpose of this RFQ

The Department of Mental Health seeks to educate managers and supervisors, through face-to-face training, to meet requirements of AB1825, sexual harassment prevention training.

2) Scope of Work

Contractor will provide two three-hour training classes regarding legal requirements of AB 1825 and sexual harassment prevention for all DMH managers and supervisors. Instruction will be given by an attorney versed in employment law, AB 1825, and discrimination law. The services shall be performed in Sacramento, CA by a licensed attorney, and the service provider will provide a review of the Department's EEO policies and will develop and prepare the training program based on the policies. The services shall be provided during working hours, Monday through Friday, except holidays. Cost is to be based on a per class basis, regardless of the number of participants

DMH will be responsible for printing the course handouts based on the template developed and provided by the trainer/Service Provider. An outline of the curriculum and the handouts shall be approved by DMH-OHR prior to course delivery and at least two (2) weeks prior to the first training date to allow for printing.

3) Minimum Qualifications for Prospective Contractors

The instructor must be a licensed attorney with a background in discrimination, AB 1825, and sexual harassment prevention law. The vendor must design all training materials and DMH will have the handouts printed and provide the location.

4) Key Action Dates

Event	Date
RFQ posted on the DMH Website for a duration of three business days	6/11/07
Final Date for Quotation Submission	6/15/07
Proposed Award Date	7/11/07
Contract Award Notice (Will be posted on the DMH Website)	7/16/07
Proposed Start Date	8/1/07

5) RFQ Requirements

A. The prospective contractor shall provide a written statement describing his/her abilities to provide the services detailed in item 2. above.

B. The prospective contractor shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3. above.

C. The prospective contractor shall provide at least two professional references.

D. The prospective contractor shall provide a detailed quotation for the services to be provided.

6) Submission of Quotation

A. All responses to this RFQ must be submitted in writing via fax, email or mail to the contact listed below by the date and time shown in item 4 above. Responses received after this date and time will not be considered.

Manager, Business Services and Training: Dorothy Steir
1600 Ninth Street, Room 101, Sacramento, CA 95814
Telephone number: (916) 654-2642
Fax Number: (916) 653-8752
Email Address: dorothy.steir@dmh.ca.gov

B. All responses to this RFQ shall include the items identified in item 5. above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements. All non-responsive quotations will be rejected.

C. Responses must be submitted for the performance of all the services described herein.

D. Even if all of the required components are submitted, a response may still be rejected if any information provided is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the Bidder from full compliance with all requirements if awarded the agreement. The Department of Mental Health reserves the right to reject all responses. The Department of Mental Health is not required to award an agreement.

E. Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.

F. No oral understanding or agreement shall be binding on either party.

7) Evaluation Process

A) After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.

B) The Contract Manager will award the contract to a prospective contractor who has submitted a response to this RFQ, has met the minimum qualifications, and has quoted a fair and reasonable price for the services to be performed.

8) Agreement Execution and Performance

A) Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully-executed, the services performed will be considered volunteered by the Contractor.

B) All performance under the agreement shall be completed on or before the termination date of the agreement.